

25 July 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Ms. ALICIA M. FLORES
Head, Budget Office

Dear Dr. Tulin:

Good day!

I wish to apply for the vacant Administrative Assistant II position in the Budget Office. I have been working in the Finance Management Office of this university for almost thirty five (35) years. With my work experience I believe that I am capable of the position for I have knowledge of the operations of the office especially in terms of budget preparation activities. Aside from being punctual to work I am also hardworking.

I shall look forward with pleasure to hear from you and sincerely appreciate the opportunity for an interview at your convenience.

Thank you for your kind consideration.

Very truly yours,


JOCELYN T. CO
Applicant